



**OTCnet<sup>SM</sup>**  
*Deposits Made Simple*

## Chapter 6: Confirming, Rejecting or Adjusting Deposits

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### **OTCnet Participant User Guide**

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## TABLE OF CONTENTS

Audience, Overview and Topics .....	1
Topic 1. Purpose of Confirming, Rejecting or Adjusting a Deposit.....	2
Topic 2. Confirming Deposits .....	3
Confirming a Single Deposit.....	3
Confirming Multiple Deposits Simultaneously .....	9
Topic 3. Rejecting a Deposit .....	14
Topic 4. Create a Credit/ Debit Adjustment .....	18
Summary .....	24
Glossary.....	25
Index.....	25

## LIST OF FIGURES

Figure 1: Confirming, Rejecting or Adjusting Deposits Process Flow .....	2
Figure 2: Click View Deposits.....	3
Figure 3: Select Voucher Number .....	4
Figure 4: Enter Deposit Information.....	5
Figure 5: Review Information for Deposit .....	6
Figure 6: Select Voucher Numbers .....	9
Figure 7: Enter Deposit Information for Multiple Deposits.....	10
Figure 8: Review Information for Deposit .....	11
Figure 9: Reject Deposit.....	14
Figure 10: Enter Rejection Comments .....	15
Figure 11: Review Rejection Information.....	16
Figure 12: Adjust Deposit.....	19
Figure 13: Enter Adjustment Information.....	20
Figure 14: Review Deposit Adjustment Information.....	21



# Audience, Overview and Topics

## Audience

The intended audience for the *Confirming, Rejecting or Adjusting Deposits Participant User Guide* includes:

- Deposit Confirmer

## Overview

Welcome to *Confirming, Rejecting or Adjusting Deposits*. In this chapter, you will learn:

- The purpose of confirming or rejecting a deposit
- The criteria for confirming a deposit
- How to confirm a deposit
- How to reject a deposit
- How to create a credit/ debt adjustment

## Topics

This chapter is organized by the following topics:

1. Purpose of Confirming, Rejecting or Adjusting a Deposit
2. Confirming a Deposit
3. Rejecting a Deposit
4. Creating a Debit/ Credit Adjustment

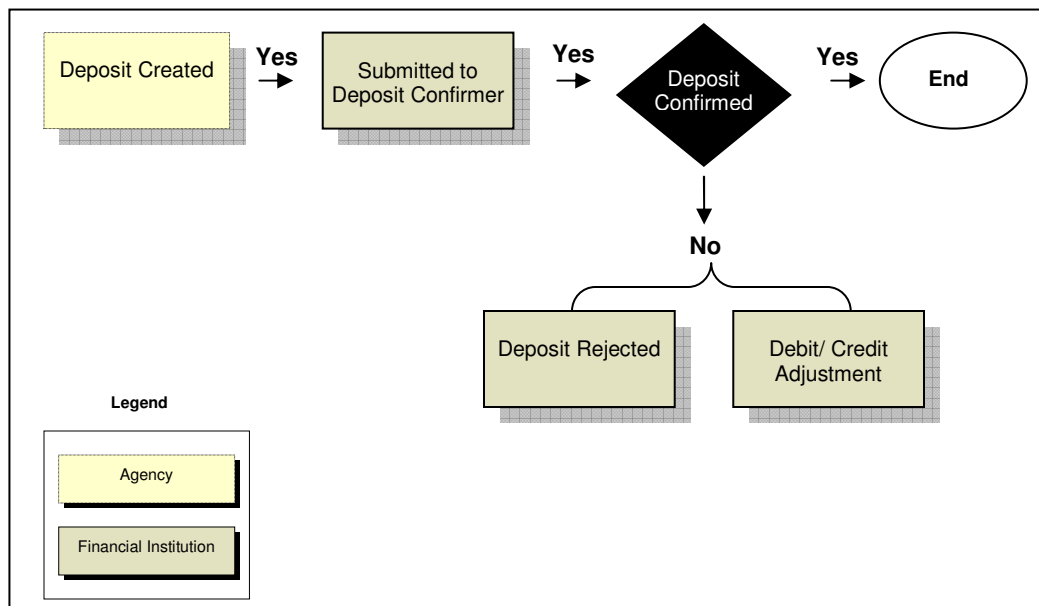
## Topic 1. Purpose of Confirming, Rejecting or Adjusting a Deposit

After a **Deposit Approver** submits a deposit for confirmation, the **Deposit Confirmer** at the Financial Institution will confirm, adjust or reject the deposit. Only deposits that are saved with a **Submitted** status by the agency's **Deposit Approver** can be confirmed, rejected or adjusted. See Figure 1 for the process flow of confirming, rejecting or adjusting a deposit.

If you confirm a deposit as a **Deposit Confirmer**, the deposit status will be **Confirmed**. If you reject a deposit, the deposit status will be **Rejected**.

A **Deposit Confirmer** at a Financial Institution may reject deposits if there are duplicate voucher submissions, items missing, funds not received, etc. After a deposit is adjusted, it is searchable using the **Search Adjustments** or **Search Deposits** function.

Figure 1: Confirming, Rejecting or Adjusting Deposits Process Flow



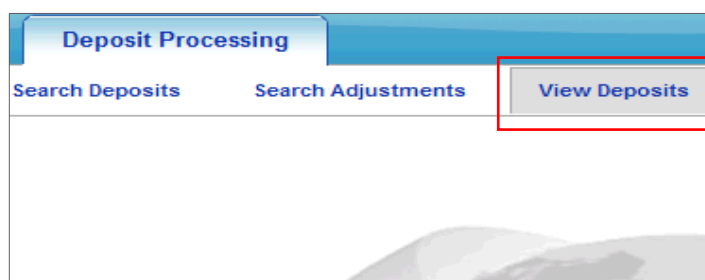
## Topic 2. Confirming Deposits

### Confirming a Single Deposit

In order for you to confirm a deposit, the deposit must have a **Submitted** status. To locate deposits with a **Submitted** status, use the **View Deposits** or **Search Deposits** function. After locating the deposit, you can confirm the deposit preparation information. After a deposit has been confirmed, it is saved with a **Confirmed** status.

1. From the **Deposit Processing** tab, click **View Deposits** (see Figure 2 below). The *View Deposits* page appears.

Figure 2: Click View Deposits



#### **Business Tip**

You can also select **Search Deposits** to locate deposits. Refer *Chapter 4. Searching Deposits*, for details.

2. Under **My Deposits in Process**, click the **Voucher Number** of the deposit you want to process by checking the boxes under the **Confirm** column (see Figure 3).

There are two sections on the *View Deposits* page. The **My Deposits in Process** section displays your current deposits. The **Deposit Transactions** section displays your deposit history. Depending on your user role, the page will display deposits on the **My Deposits in Progress** page.

If you only have a **Viewer** role, the **My Deposits in Progress** will not display.

**Figure 3: Select Voucher Number**

▼ My Deposits In Process

Select the voucher number of the deposit you would like to continue processing.

Today's Date: 02/03/2010

Voucher	Status	Date Submitted	Voucher Date	Endpoint	ALC	Deposit Total
600302	AWAP		02/02/2010	PHI	20092800	1.00

- Click **Confirm**. The *Step 1 of 2: Define Information for Deposit Confirmation* page appears. Enter the deposit information and click **Next** (see Figure 4).

For **US Currency Deposits** (both cash and check), select the **CAN/ACCT Key (CA\$HLINK II Account Number/ Account Key)** from the drop-down list. Enter the **Date of Deposit** and **Comments**, if applicable and/ or required. Enter **CCWU (Cost Center Work Unit Number)** in the field provided. If applicable, enter the **1 Day Deferred** and **2 Day Deferred**.



#### **Important Note**

The **CCWU, 1 Day Deferred** and **2 Day Deferred** fields are for FRB deposits only.

For **Foreign Currency Cash**, select the **CAN/ACCT Key (CA\$HLINK II Account Number/ Account Key)** from the drop-down list. Enter the **Date of Deposit** and **Comments**, if applicable and/ or required.



For **Foreign Check Items**, enter the Exchange Rate under Foreign Currency Information; select the select the **CAN/ACCT Key(CASHLINK II Account Number/ Account Key)** from the drop-down list. Enter the **Date of Deposit**, the **Deposit Total (USE)** and **Comments**, if applicable and/ or required.

Figure 4: Enter Deposit Information

The figure displays three overlapping windows from the 'Enter Deposit Information' form, illustrating the data entry process for different deposit types.

**Deposit Information (US Currency)**

Voucher Type:	US Currency
Voucher #:	200706
Voucher Date:	12/08/2009
Deposit Total:	\$10.00
RTN:	124000012
DDA:	600026926

CAN: 005530  
Date of Deposit: 12/08/2009  
Comments: \*\*

**Foreign Currency Information (Foreign Currency Cash)**

Voucher Type:	Foreign Currency Cash
Currency Code:	CHILE PESO
Foreign Currency Amount:	99.00
Client ID:	500021
Branch ID:	CENTRAL
Transaction ID:	000898627
Exchange Rate:	0.001634

CAN: 003542  
Date of Deposit: 12/01/2009  
Comments: \*\*

**Foreign Currency Information (Foreign Currency Check)**


Voucher Type:	Foreign Currency Check
Currency Code:	CANADIAN DOLLAR
Foreign Currency Amount:	1,000.00
*Exchange Rate:	

CAN: Select...  
Date of Deposit: \*  
Deposit Total (USE): \*  
Comments:

Navigation buttons: « Previous, Cancel, Next »

4. The *Step 2 of 2: Review Information for Deposit Confirmation* page appears. Verify the information is correct and click **Submit** (see Figure 5 below). If you need to make changes to your deposit information prior to submitting, click **Edit** and return to Step 3. When you **Submit** your deposit, a *Confirmation* page appears stating that the deposit has been confirmed.

Figure 5. Review Information for Deposit

 [\[Edit\]](#)

---

**Deposit Information**

Voucher Type:	US Currency
Voucher #:	200706
Voucher Date:	12/08/2009
Fiscal Year:	2009
OTC Endpoint:	Arches National Park
ALC:	99991111
Status:	SUBMITTED
Submitted Date / Time:	12/08/2009 09:32:56 AM ET
Submitted by:	jkrape01
CAN:	005530
Date of Deposit:	12/08/2009
Comments:	
Deposit Total:	\$10.00

---

**Financial Institution Information**

Financial Institution:	Wells Fargo - Salt Lake City, Salt Lake City, UT
RTN:	124000012
DDA:	600026926

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**Agency Information**

Agency:	National Park Service
Agency Use (Block 6):	
Alternate Agency Contact:	
Last 3 Digits of DT#	234
Receipts Processed:	From: To:

---

**Subtotals by Accounting Code**

Account Code	Amount
2006 1348- -624 RV	\$ 10.00

« Previous Cancel Submit

## Confirm a Single Deposit

To confirm a deposit, complete the following steps:

1. Click the **Deposit Processing** tab.
2. Click **View Deposits**. The *View Deposits* page appears.



### Application Tip

You can also click **Search Deposits** to locate deposits. Refer to *Chapter 4. Searching Deposits*, for details.

3. Under **My Deposits in Process**, click the **Voucher Number** of the deposit whose details you want to process. The *View Submitted Deposit* page appears.



### Application Tip

There are two sections on the *View Deposits* page. The **My Deposits in Process** section displays your current deposits. The **Deposit Transactions** section displays your deposit history. Depending on your user role, the page displays deposits on the **My Deposits in Progress** page. If you only have the **Viewer** role, the **My Deposits in Progress** does not appear.

4. Click **Confirm**. The *Step 1 of 2: Define Information for Deposit Confirmation* page appears.
5. Enter the deposit information and click **Next**.

For **US Currency Deposits** (both cash and check),

- Select the **CAN/ACCT Key (CA\$HLINK II Account Number/Account Key)**
- Enter the **Date of Deposit**
- Enter **Comments**, *if applicable and/or required*
- Enter the **CCWU (Cost Center Work Unit Number)**
- Enter the **1 Day Deferred**
- Enter the **2 Day Deferred**

**Application Tip**

The **CCWU**, **1 Day Deferred**, and **2 Day Deferred** are for FRB deposits only.

**For Foreign Currency Cash,**

- Select the **CAN/ACCT Key (CA\$HLINK II Account Number/Account Key)**
- Enter the **Date of Deposit**
- Enter **Comments**, if applicable and/or required

**For Foreign Check Items,**

- Enter the **Exchange Rate** under **Foreign Currency Information**
- Select the **CAN/ACCT Key (CA\$HLINK II Account Number/Account Key)**
- Select the **Date of Deposit**
- Enter the **Deposit Total (USE) (US Dollar Equivalent)**
- Enter **Comments**, if applicable and/or required

**Application Tip**

The **Date of Deposit** should not be less than the FRB CA\$HLINK process date. If the **Date of Deposit** is different from the **Voucher Date**, enter an explanation for the difference in the **Comments** box.

6. The *Step 2 of 2: Review Information for Deposit Confirmation* page appears. Verify the information is correct and click **Submit**. Click **Edit** if you need to modify the data entered and return to Step 5.
7. A *Confirmation* page appears stating that the deposit has been confirmed.

**Application Tip**

Additional buttons on the page that help you perform other tasks:

- Click **Adjust** to adjust a deposit.
- Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
- Click **Confirm** to confirm a deposit.
- Click **Edit** to return to the previous page.
- Click **View Voucher Event Log** to view the history of the deposit voucher.
- Click **Next** to advance to the next page.
- Click **Previous** to return to the previous page.
- Click **Return Home** to return to the OTCnet Home Page.
- Click **Reject** to reject a deposit.

## Confirming Multiple Deposits Simultaneously

To confirm multiple deposit simultaneously, the deposits have a **Submitted** status. To locate deposits with a **Submitted** status use the **View Deposits** function. After locating the deposit, you can confirm the deposit preparation information. After you confirm the deposits it is saved with a **Confirmed** status.

1. From the **Deposit Processing** tab, click **View Deposits** (refer to Figure 2). The *View Deposits* page appears.
2. Under **My Deposits in Process**, select the **Voucher Numbers** of the deposit you want to **Confirm** by checking the boxes under the **Confirm** column (see to Figure 6 below).

There are two sections on the *View Deposits* page. The **My Deposits in Process** section displays your current deposits. The **Deposit Transactions** section displays your deposit history. Depending on your user role, the page displays deposits on the **My Deposits in Progress** page. If you only have a **Viewer** role, the **My Deposits in Progress** does not appear.

**Figure 6: Select Voucher Numbers**

▼ My Deposits In Process							
Select the voucher number of the deposit you would like to continue processing.							
Today's Date: 02/04/2010							
Voucher	Status	Date Submitted	Voucher Date	Endpoint	ALC	Deposit Total	Confirm
600501	SUBMITTED	02/04/2010	02/04/2010	L2 FOCash	00003020		<input type="checkbox"/>
600500	SUBMITTED	02/04/2010	02/04/2010	L2 FOCash	18000005	298.69	<input type="checkbox"/>
600279	SUBMITTED	01/15/2010	01/15/2010	SGTest2121	69140001	100.00	<input type="checkbox"/>
130016	SUBMITTED	04/11/2006	04/12/2006	SNA-CIS	70010103	2,745.00	<input type="checkbox"/>
129780	SUBMITTED	04/10/2006	04/11/2006	SNA-CIS	70010103	5,625.00	<input type="checkbox"/>
128927	SUBMITTED	04/05/2006	04/06/2006	7600PH	14100099	198.00	<input type="checkbox"/>
128923	SUBMITTED	04/05/2006	04/06/2006	7600PH	14100099	11,945.00	<input type="checkbox"/>

3. Click **Next**. The Step 1 of 2: Confirm Deposits page appears. Enter the deposit information and click **Next** (see Figure 7 below).

Figure 7. Enter Deposit Information for Multiple Deposits

**Group Deposit Ticket Confirmation** [Home](#) | [Print](#) | [Help](#) | [Log Out](#)

**Step 1 of 2: Confirm Deposits**

US Currency Deposits Today's Date: 07/09/2009

Voucher	Voucher Date	ALC	Deposit Total	Deposit Date <a href="#">Copy Down</a> / <a href="#">UnCopy Down</a>	CAN/ACCT Key <a href="#">Copy Down</a> / <a href="#">UnCopy Down</a>	Remove
<a href="#">139243</a>	06/24/2009	45010001	\$100.00	06/24/2009	005797	<input type="checkbox"/>
<a href="#">139279</a>	07/01/2009	99991112	\$1,000.00	07/01/2009	005797	<input type="checkbox"/>

Foreign Currency CASH and CHECK Deposits

Voucher	Voucher Date	ALC	Foreign Currency Amount / Type	Deposit Total (USE)	Deposit Date	CAN/ACCT Key	Remove
<a href="#">Update</a>							

**Note:** Deposits where deposit date is not equal to voucher date must be confirmed individual via The Voucher Selection.

[<< Previous](#)
[Cancel](#)
[Next >>](#)

For **US Currency Deposits** (cash and check), select the **Date of Deposit** (should be equal to the **Voucher Date**) and select the **CAN/ACCT Key (CASHLINK II Account Number/ Account Key)** from the drop-down list.

For **Foreign Currency Cash**, enter **Date of Deposit**, select the **CAN/ACCT Key (CASHLINK II Account Number/ Account Key)** from the drop-down list and enter the **Exchange Rate**.

Under **Foreign Currency Information**, for **Foreign Check Items**, select the **Deposit Total (USE)**, **Date of Deposit** (should be equal to the **Voucher Date**) and select the **CAN/ACCT Key (CASHLINK II Account Number/ Account Key)** from the drop-down list.



#### Application Tip

To use the same date used for all deposits listed, click the **Copy Down** hyperlink in the **Date of Deposit** column.

To use the same **CAN** or **Account Key** used for all deposits listed, click the **Copy Down** hyperlink in the **CAN/ Acct Key** column.

**Application Tip**

To remove a voucher from the group being confirmed, select the **Voucher Numbers** you want to **Remove** by checking the boxes under the **Remove** column and click **Update**.

4. The *Step 2 of 2: Review Information for Deposit Confirmation* page appears. Verify the information is correct and click **Submit** (see Figure 8 below). A *Confirmation* page appears confirming that the deposits have been confirmed.

Figure 8. Review Information for Deposit

**Group Deposit Ticket Confirmation**

**Step 2 of 2: Review Confirmed Deposit Tickets**

Review the deposit information and press **Submit** to confirm the deposit(s).  
Today's Date: 04/01/2010

▼ US Currency Deposits

Voucher	Voucher Date	ALC	Deposit Total	Deposit Date	CAN/ACCT Key
600674	03/24/2010	20092800	\$150.00	03/24/2010	005230
600688	03/24/2010	20092800	\$200.00	03/24/2010	005230
600690	03/25/2010	20092800	\$150.00	03/25/2010	005230

« Previous   Cancel   **Submit**



## Confirm Multiple Deposits Simultaneously

To confirm multiple deposits simultaneously, complete the following steps:

1. Click the **Deposit Processing** tab.
2. Click **View Deposits**. The *View Deposits* page appears.
3. Under **My Deposits in Process**, select the **Voucher Numbers** you want to **Confirm** by checking the boxes under the **Confirm** column.



### Application Tip

There are two sections on the *View Deposits* page. The **My Deposits in Process** section displays your current deposits. The **Deposit Transactions** section displays your deposit history. Depending on your user role, the page displays deposits on the **My Deposits in Progress** page. If you only have the **Viewer** role, the **My Deposits in Progress** does not appear.

4. Click **Next**. The *Step 1 of 2: Confirm Deposits* page appears.
5. Enter the deposit information and click **Next**.

For **US Currency Deposits** (checks and cash),

- Select the **Date of Deposit**
- Select the **CAN/ACCT Key (CA\$HLINK II Account Number/Account Key)**
- Enter the **CCWU (Cost Center Work Unit Number)**
- Enter the **1 Day Deferred**
- Enter the **2 Day Deferred**

For **Foreign Currency Cash**,

- Select the **Date of Deposit**
- Select the **CAN/ACCT Key (CA\$HLINK II Account Number/Account Key)**
- Enter the **Exchange Rate**

For **Foreign Check Items**,

Under **Foreign Currency Information**,

- Enter the **Deposit Total (USE) (US Dollar Equivalent)**
- Select the **Date of Deposit**
- Select the **CAN/ACCT Key (CA\$HLINK II Account Number/Account Key)**



### Application Tip

The **Date of Deposit** must equal the **Voucher Date**.



**Application Tip**

To use the same date used for all deposits listed, click the **Copy Down** hyperlink in the **Date of Deposit** column.

**Application Tip**

To use the same **CAN** or **Account Key** used for all deposits listed, click the **Copy Down** hyperlink in the **CAN/ Acct Key** column.

**Application Tip**

To remove vouchers from the group being confirmed, select the **Voucher Numbers** you want to remove by checking the boxes under the **Remove** column and click **Update**.

6. Click **Next**. The *Step 2 of 2: Review Information for Deposit Confirmation* page appears.
7. Verify the information is correct and click **Submit**.
8. A *Confirmation* page appears stating that the deposits have been confirmed.

**Application Tip**

Additional buttons on the page help you perform other tasks:

- Click **Adjust** to adjust a deposit.
- Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
- Click **Confirm** to confirm a deposit.
- Click **Edit** to return to the previous page.
- Click **View Voucher Event Log** to view the history of the deposit voucher.
- Click **Next** to advance to the next page.
- Click **Previous** to return to the previous page.
- Click **Return Home** to return to the OTCnet Home Page.
- Click **Reject** to reject a deposit.
- Click **Update** to remove the selected voucher(s) that are being confirmed.

## Topic 3. Rejecting a Deposit

For you to reject a deposit, the deposit must have a **Submitted** status. To locate deposits with **Submitted** status, use the **View Deposits** or **Search Deposits** function. After you locate the deposit, you can reject the deposit preparation information. After a deposit has been rejected, it is saved with **Rejected** status.

1. From the **Deposit Processing** tab, click **View Deposits** (refer to Figure 2). The *View Deposits* page appears.
2. Under **My Deposits in Process**, select the **Voucher Number** of the deposit you want to continue processing (refer to Figure 3). The *Submitted Deposit* page appears **click Reject** (see Figure 9 below).

Figure 9. Reject Deposit

**View Submitted Deposit**  
Review the details below and click **Reject**, **Adjust**, or **Confirm** to process the submitted deposit.

**Deposit Information**

Voucher Type:	US Currency
Voucher #:	200397
Voucher Date:	11/30/2009
Fiscal Year:	2009
OTC Endpoint:	Test Org
ALC:	20550861
Status:	SUBMITTED
Submitted Date / Time:	11/30/2009 05:57:29 PM ET
Submitted by:	jhas001
Checks & Money Order Subtotal:	\$1,100.00
Currency Subtotal:	\$0.00
Deposit Total:	\$1,100.00

**Currency Denominations**

Paper Currency	Count	Amount	Coin Currency	Count	Amount
\$ 1.00:		\$ 0.00	\$ 0.01:		\$ 0.00
\$ 2.00:		\$ 0.00	\$ 0.05:		\$ 0.00
\$ 5.00:		\$ 0.00	\$ 0.10:		\$ 0.00
\$ 10.00:		\$ 0.00	\$ 0.25:		\$ 0.00
\$ 20.00:		\$ 0.00	\$ 0.50:		\$ 0.00
\$ 50.00:		\$ 0.00	\$ 1.00:		\$ 0.00
\$ 100.00:		\$ 0.00	Coin Currency Subtotal:		\$ 0.00
Paper Currency Subtotal:		\$ 0.00	Currency Subtotal:		\$ 0.00

**Financial Institution Information**

Financial Institution:	US Cash Bank 7, Alexandria, VA
RTN:	046789013
DDA:	09870974

**Agency Information**

Agency:	Test Org
Agency Use (Block 6):	AU
Alternate Agency Contact:	Siva
test:	100.00
Receipts Processed:	From: 11/23/2009 To: 11/30/2009

**Subtotals by Accounting Code**

Agency Accounting Code	Amount
AAC 1	\$ 100.00
AAC 1	\$ 1,000.00

Navigation: Previous **Reject** Adjust Confirm View Voucher Event Log

- The *Step 1 of 2: Define Information for Deposit Rejection* page appears. Enter a reason in the **Comments** textbox for why you are rejecting the deposit. Click **Next** (see Figure 10 below).

**Figure 10. Enter Rejection Comments**

**Reject Deposit**

Step 1 of 2: Define Information for Deposit Rejection

Please provide the reason why you are rejecting this deposit.

\* Denotes required fields.

**Deposit Information**

Voucher Type:	US Currency
Voucher #:	131262
Voucher Date:	10/23/2008
Deposit Total:	\$8,888.00
RTN:	102301209
DDA:	102784

Comments: \*

Rejected because of duplicates

« Previous Cancel **Next »**

4. The *Step 2 of 2: Review Information for Deposit Rejection* page appears. If the information is correct, click **Submit**. If you want to change the comments click **Edit** and then return to Step 3. A *Confirmation* page appears stating that the deposit has been rejected (see Figure 11 below).

Figure 11. Review Rejection Information

Reject Deposit

Step 2 of 2: Review Information for Deposit Rejection

Verify the following information is correct and click **Submit** to reject the deposit.

Deposit Information

[Edit]

Voucher Type:	US Currency
Voucher #:	600690
Voucher Date:	03/25/2010
Fiscal Year:	2010
Deposit Endpoint:	Philadelphia
ALC:	20092800
Status:	SUBMITTED
Submitted Date / Time:	03/25/2010 09:56:56 AM ET
Submitted by:	lpeter01
Comments:	ok
Checks & Money Order Subtotal:	\$50.00
Currency Subtotal:	\$100.00
Deposit Total:	\$150.00

Currency Denominations

Paper Currency	Count	Amount	Coin Currency	Count	Amount
\$ 1.00:		\$ 0.00	\$ 0.01:		\$ 0.00
\$ 2.00:		\$ 0.00	\$ 0.05:		\$ 0.00
\$ 5.00:		\$ 0.00	\$ 0.10:		\$ 0.00
\$ 10.00:		\$ 0.00	\$ 0.25:		\$ 0.00
\$ 20.00:		\$ 0.00	\$ 0.50:		\$ 0.00
\$ 50.00:	2	\$ 100.00	\$ 1.00:		\$ 0.00
\$ 100.00:		\$ 0.00	Coin Currency Subtotal		\$ 0.00
Paper Currency Subtotal		\$ 100.00	Currency Subtotal:		\$ 100.00

« Previous

Cancel

Submit

Reject Deposit

Confirmation

The following deposit has been rejected.

Deposit Information

Voucher Type:	US Currency
Voucher #:	131262
Voucher Date:	10/23/2008
Fiscal Year:	
OTC Endpoint:	Grand Teton National Park
ALC:	99991111
Status:	REJECTED
Rejected Date / Time:	12/09/2009 09:54:27 PM ET
Rejected by:	otcnft25
Comments:	Rejected because of duplicates
Deposit Total:	\$8,888.00



## Reject a Deposit

To reject a deposit, complete the following steps:

1. Click the **Deposit Processing** tab.
2. Click **View Deposits**. The *View Deposits* page appears.



### Application Tip

You can also select **Search Deposits** to locate deposits and click the **Voucher Number** of the deposit you would like to continue processing. Refer to the steps for *Search for a Deposit* for more details and proceed to Step 4.

3. Click the **Voucher Number** of the deposit you would like to continue processing. The *View Submitted Deposit* page appears.
4. Click **Reject**. The *Step 1 of 2: Define Information for Deposit Rejection* appears.
5. Enter **Comments** for the reason why you are rejecting the deposit.
6. Click **Next**. The *Step 2 of 2: Review Information for Deposit Rejection* page appears.
7. If the information is correct, click **Submit**. Click **Edit** to modify the comment and return to Step 5. A *Confirmation* page appears stating that the deposit has been rejected.



### Application Tip

Additional buttons on the page help you perform other tasks:

- Click **Adjust** to adjust a deposit.
- Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
- Click **Confirm** to confirm a deposit.
- Click **View Voucher Event Log** to view the history of the deposit voucher.
- Click **Previous** to return to the previous page.
- Click **Return Home** to return to the OTCnet Home Page.

## Topic 4. Create a Credit/ Debit Adjustment

As a **Deposit Confirmer**, you have the ability to create a credit or debit adjustment for a deposit prior to confirming it. Only deposits that are saved with a **Submitted** status can be credited or debited.



### Important Tip

Your Financial Institution may have internal business processes related to creating an adjustment for a credit or debit. Part of those practices may include contacting the agency if there is a discrepancy, prior to performing the adjustment.

To locate a deposit with a **Submitted** status, use the **View Deposits** or **Search Deposits** function. After the deposit is located, the deposit preparation information can be adjusted. After the adjustment has been applied, the deposit status is saved with **Confirmed** status and an asterisk will appear in the **Adj.** (Adjustment) column of the **Deposit Transactions** table. After a deposit is adjusted, it can be searched using the **Search Adjustments** or **Search Deposits** function.



### Application Tip

A credit adjustment is applied when the voucher deposit total indicated exceeds the actual deposit voucher amount

A debit adjustment is applied when the voucher deposit total indicated is less than the actual deposit voucher amount.

1. From the **Deposit Processing** tab, click **View Deposits** (refer to Figure 2). The *View Deposits* page appears.
2. Under **My Deposits in Process**, click the **Voucher Number** of the deposit whose details you want to process. The *View Submitted Deposit* page appears (see Figure 12 below). Click **Adjust**.

Figure 12. Adjust Deposit

**View Submitted Deposit**  
Review the details below and click **Reject**, **Adjust**, or **Confirm** to process the submitted deposit.

**Deposit Information**

Voucher Type:	US Currency
Voucher #:	200397
Voucher Date:	11/30/2009
Fiscal Year:	2009
OTC Endpoint:	Test Org
ALC:	20550861
Status:	SUBMITTED
Submitted Date / Time:	11/30/2009 05:57:29 PM ET
Submitted by:	jhlas001
Checks & Money Order Subtotal:	\$1,100.00
Currency Subtotal:	\$0.00
Deposit Total:	\$1,100.00

**Currency Denominations**

Paper Currency	Count	Amount
\$ 1.00:		\$ 0.00
\$ 2.00:		\$ 0.00
\$ 5.00:		\$ 0.00
\$ 10.00:		\$ 0.00
\$ 20.00:		\$ 0.00
\$ 50.00:		\$ 0.00
\$ 100.00:		\$ 0.00
<b>Paper Currency Subtotal</b>		\$ 0.00

Coin Currency	Count	Amount
\$ 0.01:		\$ 0.00
\$ 0.05:		\$ 0.00
\$ 0.10:		\$ 0.00
\$ 0.25:		\$ 0.00
\$ 0.50:		\$ 0.00
\$ 1.00:		\$ 0.00
<b>Coin Currency Subtotal</b>		\$ 0.00
<b>Currency Subtotal:</b>		\$ 0.00

**Financial Institution Information**

Financial Institution:	US Cash Bank 7, Alexandria, VA
RTN:	046789013
DDA:	09870974

**Agency Information**

Agency:	Test Org
Agency Use (Block 6):	AU
Alternate Agency Contact:	Siva
test	100.00
Receipts Processed:	From:11/23/2009 To:11/30/2009

**Subtotals by Accounting Code**

Agency Accounting Code	Amount
AAC 1	\$ 100.00
AAC 1	\$ 1,000.00

[< Previous](#)
[Reject](#)
[Adjust](#)
[Confirm](#)
[View Voucher Event Log](#)

3. The *Step 1 of 2: Define Information for Deposit Adjustment* page appears. Enter the information to adjust and click **Next** (see Figure 13 below).



#### Application Tip

You can only create adjustments for **US Currency** and **Foreign Currency Cash**.

- Select the **CAN/ACCT Key (CASHLINK II Account Number/ Account Key)** from the drop-down list
- Enter the **Date of Deposit** and **Comments** in the fields provided
- Select the **Debit** or **Credit for Adjustment Type**, from the drop-down list
- Enter the **Adjustment Amount** in the provided field
- Select the **Adjustment Reason (Adjustment Comments are required if the reason is Other)**

**Figure 13. Enter Adjustment Information**

**Adjust Deposit**

**Step 1 of 2: Define Information for Deposit Adjustment**

Enter the information to adjust and confirm the deposit.

Voucher Type:	<b>US Currency</b>
Voucher #:	<b>130042</b>
Voucher Date:	<b>11/25/2009</b>
Deposit Total:	<b>\$100.00</b>
RTN:	<b>121000358</b>
DDA:	<b>1233442049</b>

• Denotes required fields. •• Required if the Date of Deposit is not the same as the Voucher Date.

CAN: •

Deposit Date: ••

Comments: •

Adjustment Type: •

Adjustment Amount: •

Adjustment Reason: •

Adjustment Comments:  
 (required if reason is 'other')

Navigation:



- The *Step 2 of 2: Review Information for Deposit Adjustment* page appears. Verify the information is correct and click **Submit**. If you need to modify the information entered about the adjustment prior to submitting, click **Edit** and return to Step 3. When you **Submit** your deposit as shown in Figure 14, a *Confirmation* page appears confirming that the deposit has been adjusted.

Figure 14. Review Deposit Adjustment Information

**Adjust Deposit**

**Step 2 of 2: Review Information for Deposit Adjustment**

Verify the following information is correct and click **Submit** to adjust and confirm [\[Edit\]](#)

Deposit Information		Adjustment Information	
Voucher #:	13004	Voucher Date:	11/25/2009
Voucher Date:	11/25		
OTC Endpoint:	72809 Entry	CAN/Acct Key:	005797
ALC:	70050	Date of Deposit:	11/25/2009
Checks and Money Orders Subtotal:	\$100.00	Adjustment Type:	Credit
Currency Subtotal:	\$0.00	Adjustment Amount:	110.00
Deposit Total:	\$100.00	Adjustment Reason:	Other
		Adjustment Comments:	Adding for test
CAN/Acct Key:	00579		
Date of Deposit:	11/25	Created Date/Time:	12/11/2009 06:32
Comments:	Want	Created by:	jkrape01
Status:	Submit		
Confirmed Date/Time:			

**Agency Information**

Agency: Customs and Border Protection

Attention: 72809

Alternate Agency Contact:

**Agency Correspondence Information**

Agency: CBP - Customs and Border Protection

Attention: Revenue Division - DIT

Address Line 1: PO Box 68901

Address Line 2:

City: Indianapolis

State: IN

Postal Code: 46268

Country: US

Phone Number:

**Financial Institution Information**

Financial Institution: Bank of America

Concord, CA

RTN: 121000358

DDA: 1233442049

Previous Cancel **Submit**



## Create a Credit/ Debit Adjustment

To create a credit/debit adjustment, complete the following steps:

1. Click the **Deposit Processing** tab.
2. Click **View Deposits**. The *View Deposits* page appears.



### Application Tip

You can also click **Search Deposits** to locate deposits. Refer to the steps for *Search for a Deposit* for more details and proceed to Step 4.

3. Under **My Deposits in Process**, click the **Voucher Number** of the deposit whose details you want to process. The *View Submitted Deposit* page appears.



### Application Tip

There are two sections on the *View Deposits* page. The **My Deposits in Process** section displays your current deposits. The **Deposit Transactions** section displays your deposit history. Depending on your user role, the page displays deposits on the **My Deposits in Progress** page. If you only have the **Viewer** role, the **My Deposits in Progress** does not appear.

4. Click **Adjust**. The *Step 1 of 2: Define Information for Deposit Adjustment* page appears.



### Application Tip

You can only create adjustments for **US Currency** and **Foreign Currency Cash**.

5. Enter the information to adjust and click **Next**.
  - Select the **CAN/ACCT Key (CA\$HLINK II Account Number/Account Key)**
  - Enter the **Date of Deposit**
  - Enter **Comments**, if applicable and/or required
  - Enter the **CCWU (Cost Center Work Unit Number)**
  - Enter the **1 Day Deferred**
  - Enter the **2 Day Deferred**
  - Select **Debit** or **Credit** for **Adjustment Type**
  - Enter the **Adjustment Amount**
  - Select the **Adjustment Reason**
  - Enter **Adjustment Comments**

**Application Tip**

The **CCWU**, **1 Day Deferred Amount**, and **2 Day Deferred Amount** are for FRB deposits only.

**Application Tip**

**Adjustment Comments** are required if the reason is **Other**.

6. The *Step 2 of 2: Review Information for Deposit Adjustment* page appears. Verify the information is correct and click **Submit**. Click **Edit**, if you need to modify the information entered about the adjustment and return to Step 5.
7. A *Confirmation* page appears stating that the deposit has been adjusted.

**Application Tip**

Additional buttons on the page help you perform other tasks:

- Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
- Click **Confirm** to confirm a deposit.
- Click **View Voucher Event Log** to view the history of the deposit voucher
- Click **Previous** to return to the previous page.
- Click **Return Home** to return to the OTCnet Home Page.
- Click **Reject** to reject a deposit.



## Glossary

### A

**Access Groups by Users Report** - This report displays the roles and the corresponding access groups of the role for a particular OTCnet user. The role assigns the permissions (functions/features) that a user has access to in OTCnet. The access group governs the OTC Endpoint(s) and the data that a user has permission to access.

**Account Key** - The account number assigned to a deposit when it is submitted to FRB CA\$HLINK.

**Accounting Code** - A unique agency classification code assigned to a transaction. Identifies the FRB Account Key that is used within the Federal Reserve. The FRB Account Key is used by FRB CASHLINK in combination with the RTN to determine the appropriate CA\$HLINK II CAN. The FRB Account Key is similar to the CAN, but is only used for FRB financial activity.

**Accounting Code Description** - A brief explanation that provides further detail about an accounting code.

**Accounting Code Name** - The title of the accounting code.

**Accounting Specialist** - A user who is an expert on the organizational structure, reporting needs and accounting rules for their agency. This role will establish and maintain the organizational foundation, accounting data and accounting relationships at the highest level of the agency in OTCnet.

**Activity Type** - The parameter indicates if a User Defined Field (UDF) is used for capturing custom agency information for a deposit or during classifying the deposit with accounting codes. OTCnet allows for the creation of three UDFs for the deposit activity, and two UDFs for the deposit accounting subtotals activity.

**Adjustment Activity (FI) Report** - A business report that allows you to view adjustments made by your financial institution (FI).

**Adjustment Activity (FRB) Report** - A business report that allows you view adjustments made by your Federal Reserve Bank (FRB).

**Adjustments by OTC Endpoints Report** - A business report that allows you to view adjustments made by Agency Location Code (ALC) and Adjustment Types (Credit, Debit or Return Item Adjustments). An adjustment was created when a deposit ticket has been received by a financial institution and the amount of the deposit does not match the deposit amount reported on the deposit ticket.

**Agency Contact** - A person designated by an agency as the primary contact regarding deposit-related matters.

**Agency Information** - The optional comments or instructions, receipt processing dates, alternate agency contact, and internal control number for your deposit.

**Agency Location Code (ALC)** - A numeric symbol identifying the agency accounting and/or reporting office. **Agency Location Code plus 2 (ALC+2)** - A numeric symbol identifying the agency accounting and/or reporting office.

**Agency Manager** - A user that has authorization to view and download CIRA records and view reports.

**Alternate Agency Contact** – A person designated by an agency as the secondary contact regarding deposit-related matters.

**American Bankers Association (ABA)** - (also known as **Bank Routing Number**) A routing transit number (RTN), routing number, or ABA number is a nine-digit bank code, used in the United States, which appears on the bottom of negotiable instruments such as checks identifying the financial institution on which it was drawn.

**Audit Log** - A table that records all interactions between the user and OTCnet Deposit Reporting, Check Capture, Check Processing, administrative actions and other processes that take place in the application. Some entries also contain before and after values for actions completed. The audit log is available for download to a *comma separated value report (CSV)* and opened in a spreadsheet program or available to print in a formatted audit log report.

**Automated Clearing House** - A computerized network used by member financial institutions to process payment orders in machine readable form. ACH processes both credit and debit transactions between financial institutions in batches. ACH items are settled electronically and do not require an image.

**Awaiting Approval (AWAP)** - A deposit that is waiting for deposit confirmation by a Deposit Approver.

## C

**CA\$HLINK II** - An electronic cash concentration, financial information, and data warehouse system used to manage the collection of U.S. government funds and to provide deposit information to Federal agencies.

**CA\$HLINK II Account Number (CAN)** - The account number assigned to a deposit when it is submitted to CA\$HLINK II.

**Characteristics** - The properties of a user, organization, deposit, or financial institution.

**Confirmed** - A deposit that has been reviewed and then confirmed by a financial institution or FRB.

**Cost Center Work Unit (CCWU)** – A Federal Reserve cost center work unit that processing the FRB deposits and adjustments. It is normally abbreviated as CCWU, and provided only on non-commercial (FRB settled) transactions provided only on non-commercial (FRB settled) transactions. Debits and credits processed by FRB Cleveland will be noted with the CCWU number 9910 on the daily accounting statement agencies receive from the Federal Reserve Bank.

**Custom Label** - Text defined by OTCnet that describes a level in the organization hierarchy, the internal control number, or agency accounting code.

## D

**Data Type** - The type of data that should be entered for a user defined field.

**Date of Deposit** - The date, prior to established cut off times, the user transmits a batch of checks and money orders through check capture, or the date the agency sends the physical negotiable instruments to the financial institution.

**Debit Gateway** - The financial settlement program that is responsible for the presenting and settling of payment transactions acquired through the OTCnet application. The Debit Gateway receives a transaction file from OTCnet and determines the proper path for settlement of each item. Items are either converted to ACH for direct automated clearing house debit, or are included in an image cash letter, which is sent to the Check 21 system for presentment to paying banks. Once the file is processed, the Debit Gateway sends a Response Processing File (RPF) to OTCnet with the status of each of the items.

**Demand Deposit Account (DDA)** - The account at a financial institution where an organization deposits collections.

**Deposit** - A collection of over-the-counter receipts deposited to a Treasury General Account for credit.

**Deposit Activity (FI) Report** - A business report that allows the financial institution to view deposits submitted to its location.

**Deposit Activity (FRB) Report** - A business report that allows you to view deposits submitted to your FRB.

**Deposit Approver** - A user who has authorization to review and submit deposits to a financial institution.

**Deposit Confirmer** - A user at a financial institution that has authorization to verify the accuracy of deposits received from an agency.

**Deposit History by Status Report** - A business report that allows you to view deposits by status.

**Deposit Information** - The attributes that define a deposit: deposit status, voucher number, deposit endpoint, ALC, voucher date, deposit total, check/money order subtotal, currency subtotal, and subtotals by accounting code.

**Deposit Preparer** - A user that has authorization to prepare and save deposits for approval to a Deposit Approver.

**Deposit Total** - The total amount of over-the-counter receipts included in the deposit.

**Deposits by Accounting Code Report** - A business report that allows you to view deposits by accounting code.

**Deposits by OTC Endpoint Report** - A business report that allows you to view deposits by OTC Endpoint.

**Display Order Number** - The order in which user defined fields (UDFs) should be displayed.

**Draft** - A deposit that is saved for modification at a later date by a Deposit Preparer.

## F

**Failed** - The item was unable to be processed and/or settled by Treasury/FMS. These are item that could not be collected such as foreign items or possible duplicate items. These items are not included on your 215 Report.

**Federal Program Agency** - A permanent or semi-permanent organization of government that is responsible for the oversight and administration of specific functions.

**Federal Reserve Bank (FRB)** - A Federal Reserve Bank is one of twelve regulatory bodies throughout the United States that make up the Federal Reserve System. Each Bank is given power over commercial and savings banks in its area and is charged with making sure that those banks comply with any and all rules and regulations.

**Federal Reserve Bank-Cleveland (FRB-C)** - Partners with FMS to manage the OTCnet application. Responsible for check clearing, deployment, training, project management and customer service.

**Federal Reserve System's Automated Clearing House (ACH) System** - Enables debits and credits to be sent electronically between depository financial institutions.

**Financial Institution (FI)** - A bank, designated by the Treasury and a Treasury General Account (TGA) of International Treasury General Account (ITGA), which collects funds to be deposited in the Treasury General Account. These banks also include the Federal Reserve Bank (FRB).

**Financial Institution Information** - The name, address, routing transit number, and the demand deposit account number of a financial institution.

**Financial Management Service (FMS)** - The bureau of the United States Department of Treasury that provides central payment services to federal agencies, operates the federal government's collections and deposit systems, provides government wide accounting and reporting services, and manages the collection of delinquent debt owed to the government.

**Fiscal Year** - A 12-month period for which an organization plans the use of its funds.

**Franking** - The process of stamping a check processed through Check Capture. The stamp indicates that the check was electronically processed.

## H

**Highest Level Organization** - The primary level of the organization hierarchy.



**I**

**IBM Tivoli Identity Manager (ITIM)** - Refers to FMS's Enterprise provisioning tool for user account and identity management.

**Individual Reference Number (IRN)** - The auto-generated unique number used in OTCnet to identify Check Capture transactions. **Input Length Maximum** - The maximum number of characters that may be entered in a user defined field.

**Input Length Minimum** - The minimum number of characters that may be entered in a user defined field.

**L**

**Local Accounting Specialist** - A user who is an expert on the organizational structure, reporting needs and accounting rules for their depositing endpoint and its lower level OTC Endpoints. This role will establish and maintain the organizational structure, accounting code mappings to individual endpoints and the processing options that one or more lower level OTC Endpoints will use in OTCnet.

**Local Security Administrator (LSA)** - An agency or financial institution/federal reserve bank user who has authorization to maintain user access to an organization, including assigning/removing user roles and assigning/removing organization hierarchy access. This user is also able to request and create users for the organization.

**Local Verification Database (LVD)** - A database (specific to the endpoint using OTCnet) that is downloaded from OTCnet and stored locally on the agencies network, which replicates the information found in the Master Verification Database (MVD).

**Lower Level Organization** - Any organization created below the highest level organization.

**N**

**Non-Reporting OTC Endpoints Report** - A business report that allows you to view OTC Endpoints that have not reported a deposit.

**O**

**Organization** - The location or level within a Federal Program Agency.

**Organization Hierarchy** - The structure of a Federal Program Agency as defined in OTCnet.

**OTC Collections** - Receipts that contain cash, checks, and/or money orders that are collected over-the-counter by organization endpoints in exchange for goods or services.

**OTC Endpoint** - The endpoint (location) that collects over-the-counter (OTC) receipts and deposits them to the Treasury's General Account.

**OTC Endpoint (TGA)** - The endpoint (location) setup in OTCnet to use Deposit Reporting. **OTC Endpoint Mapping** - The assignment of accounting codes to an agency's OTC Endpoint, for which a deposit amount can be allocated.

**Over the Counter Channel Application (OTCnet)** - Refers to the over the counter application that provide Check Capture and Deposit Reporting to end users.

## P

**Primary Local Security Administrator (PLSA)** - An agency or financial institution/federal reserve bank user who has authorization to maintain user access to an organization, including assigning/removing user roles and assigning/removing organization hierarchy access. This user is also able to request and create users for the organization.

**Processing Options** - User-defined parameters for the deposit and adjustment processes.

**Processing Options by OTC Endpoints Report** - A business report that allows you to view processing options defined for endpoints within the organization.

## R

**Rejected** - A deposit that is returned by a financial institution or FRB to the Deposit Preparer to create a new deposit.

**Routing Transit Number (RTN)** - (also known as **American Bankers Association (ABA) Number** or **Bank Routing Number**) - The nine-digit number used to identify a Financial Institution.

## S

**Save as Draft** - An option that allows a Deposit Preparer to save a deposit for modification at a later date.

**Save for Approval** - An option that allows a Deposit Preparer to save a deposit for a Deposit Approver to submit to a financial institution.

**Separation of Duties** - A concept used to ensure there are typically separate personnel with authority to authorize a transaction, process the transaction, and review the transaction.

**Settlement Date** - The date the deposit is credited to the Treasury General Account.

**SF215 Deposit Ticket Report** - The report presented to a financial institution by a U.S. government agency with checks and other payment instruments to make a manual deposit. This report is manually generated for Deposit Reporting and auto-generated for Check capture. The report is available in OTCnet for 45 calendar days.

**SF5515 Debit Voucher Report** - The report used to debit the Treasury General Account (TGA) to decrease the amount of a deposit made to that account. This report is manually generated for

Deposit Reporting and auto-generated for Check capture. The report is available in OTCnet for 45 calendar days.

**Short Name/Code** - The user-defined text describing an organization. Short Names/Codes must be unique within an organization hierarchy.

**Submit** - An option that allows a Deposit Approver to submit a deposit to a financial institution.

## T

**Trade Status** - Represents the status of the verification records. There are four possible trade statuses in the system: Blocked, Denied, Suspended, and Cleared. The Trade Status D-Suspended or D-Denied is assigned to auto generated Dynamic records.

**Transaction History** - Defines the time range that a Deposit Confirmer will be able to view the historical deposit transactions for his or her financial institutions. For example, if the transaction history is set at 45 days, the Deposit Confirmer will be able to view all the deposits that he or she has confirmed for the past 45 days.

**Transaction Reporting System (TRS)** - A collections reporting tool, supplying the latest information on deposits and detail of collections transactions to federal agencies. The system will allow financial transaction information from all collections systems and settlement mechanisms to be exchanged in a single system.

**Treasury Account Symbol (TAS)** - The receipt, expenditure, appropriation, and other fund account symbols and titles as assigned by Treasury.

## U

**US Dollar Equivalent (USE)** - The deposit amount, in United States currency, which is equal to the foreign currency for which it is being exchanged.

**US Treasury** - The executive department and the Treasury of the United States federal government.

**User Defined Field (UDF)** - A user-defined text that describes deposit activity or deposit accounting activity.

**User Information Report** - A security report allows that you to view a user's contact information.

**Users by Access Group (FI) Report** - A security report that allows you to view users by financial institution. **Users by Access Group (FPA) Report** - A security report that allows you to view users by OTC Endpoint.

**Users by Role (FI) Report** - A security report that allows you to view users by role for your financial institution. **Users by Role (FPA) Report** - A security report that allows you to view users by role for your OTC Endpoint.

## V

**View CA\$HLINK II File Status Report** - An administration report that allows you to view status of deposit report files that have been processed by CA\$HLINK II or are ready for CA\$HLINK II to process.

**View FRB CA\$HLINK File Status Report** - An administration report allows you to view the status of deposit files that have been sent to FRB CA\$HLINK.

**View TRS File Status Report** - An administration report allows you to view the status of TRS files that have been processed by Transaction Reporting System (TRS) or are ready for TRS to process.

**View Vouchers Completed Report** - An administration report allows you to view the status of deposit and adjustment vouchers that have completed processed through the FI System To System Interface in the past 36 hours.

**View Vouchers in Progress Report** - An administration report allows you to view the status of deposit and adjustment vouchers in progress.

**Viewer** - A user who has authorization to view OTCnet information and produce reports from it.

**Voucher Date** - The financial institution business date a deposit will be presented or the calendar date the deposit will be mailed to the financial institution.

## Index

Confirming a Deposit.....	1	Deposit Confirmer.....	1, 2, 18
Creating a Debit/ Credit Adjustment .....	1	Rejecting a Deposit.....	i, 1, 14